

From: Executive Director
Sent: Thursday, April 15, 2010 4:06 PM
To: +All HQ Employees
Subject: Elevator Modernization Update - April 15, 2010

The elevator modernization project at the 450 N Street headquarters building is set to start Friday morning, April 16, 2010. At 7:00 a.m., elevators #1 and #5 will be taken out of service so the modernization work can begin. Additionally, there will also be some minor elevator work done this weekend to the freight elevator.

While employees may see a slight increase in elevator wait time during the modernization project, the end result should be more efficient and dependable elevators. All elevators in the headquarters building will be modernized over the approximately 18 month duration of the project. One high rise and one low rise elevator will be out of service at a time. We appreciate your patience during this project.